

Volunteer Role Description

Job Title:	Team Retention and Mentoring Coordinator	Reports To:	Team Development Coordinator (if one on your Committee)
Work Unit:	RFL	Location and extension:	
Agreed Day(s):	Variable	Agreed Hours(s):	2-3 hours per week (variable depending upon time to event)

Description of Role:

Without teams there is no Relay. This role is of vital importance to the Committee. Working with the Team Development Coordinator your goal is to re-register last year's teams to the next year's event and welcome newly registered teams to Relay, ensure they are informed and educated about Cancer Council, Relay and their responsibilities as a Team Captain. Advise them on fundraising and setting goals, encourage attendance at Team Captain Information Evenings and thank and reward their efforts on the day and post Relay.

Main tasks and responsibilities:

- Read the Team Retention and Mentoring Guidebook
- Recruit volunteers for the Team Retention and Mentoring Sub-Committee at one person to 15 teams ratio
- Coordinator regular meetings of the "Team Retention and Mentoring" Sub-Committee and meet regularly with team retention volunteers
- Support all those involved in team retention and recognise their efforts and achievements.
- Supervise and co-ordinate the activities of the Sub-Committee to ensure that the Committee's retention goals are attained
- Arrange communication channels between the Team Recruitment and Team Retention Sub-Committees at the outset to ensure they will be operating in a complementary fashion throughout the process
- Liaise with the Survivor Sub-Committee to ensure survivors are encouraged to be part of a team
- Work with the Sub-Committee to complete the following:
 - A. Maintain lists of previous supporters and contact them for re-registration into the coming years event. Communicate outcomes to Team Development Coordinator (if one) who will communicate back to local Cancer Council office for registration
 - B. Mentor new and existing Team Captains and inform them of their responsibilities
 - C. Ensure Team Captains are aware of the work of The Cancer Council
 - D. Schedule and organise (with Team Development Coordinator if one) 3 - 4 Team Captains meetings.
 - E. Build long-term relationships with and empower volunteers by sharing information at Team Captain meetings. Such information covers the event and how to plan for it, fundraising, Cancer Council programs, risk reduction, volunteer opportunities, how to be a Team Captain, best practices etc
 - F. Motivate sub-committees and recognise their efforts and achievements
- Work to achieve team retention goals as agreed by your committee
- Promote and undertake the fundraising recognition of teams
- Assist each of your subcommittee/committee members as required
- Participate in event planning sessions as required

Useful Skills:

- Excellent written and verbal communication skills
- Organised to keep accurate records of activity
- Outgoing, friendly with good public speaking and presentation skills
- Good writing/editing skills
- Highly organised, ability to roster and organise volunteer teams.

Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania in its mission – To defeat cancer
- Outstanding opportunity to engage with all areas of your local community
- Opportunity to work within a community organisation and to work with other volunteers.
- Opportunity to learn and develop new skills
- Further growth opportunities exist within volunteer arena.

AGREEMENT

I, _____ agree to accept the position of _____

Signature:		Date:	
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Reviewer and date:	Alicia van Ek, State Manager RFL, June 2024		
Date Filled:		Name of Volunteer :	